



COURT SERVICES & OFFENDER SUPERVISION AGENCY

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: CSS-04-024R (EH)

JOB TITLE: Community Service Specialist, GS-101-11/12

AREA OF CONSIDERATION: All Sources

OPENING DATE: 06/02/2004

CLOSING DATE: 06/15/2004 (Applications must be received by 5:00 pm)

PROMOTION POTENTIAL: GS-12

STARTING SALARY: GS-11, \$50,593 pa, GS-12, \$60,638 pa

NOTE: THIS VACANCY ANNOUNCEMENT IS BEING READVERTISED TO INCLUDE THE BASIC QUALIFICATION REQUIREMENTS. APPLICANTS WHO PREVIOUSLY APPLIED UNDER CSS-04-024 (EH), MUST RE-APPLY TO BE CONSIDERED FOR THE POSITION.

Community Service Specialist, GS-0101-11/12, (Multiple Positions), Court Services & Offender Supervision Agency (CSOSA), Community Supervision Services, Immediate Office of the Associate Director, Washington, DC.

MAXIMUM ENTRY AGE: Because this position is covered under Law Enforcement Officer retirement provisions, first-time law enforcement appointees must not have reached their 37th birthday at the time of appointment. Applicants 37 or older who have previous law enforcement officer experience under the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS) may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum entry age requirement. **APPLICANTS MUST PROVIDE DATE OF BIRTH.**

DUTIES: The incumbent serves as the Community Service Coordinator in the Community Supervision Services Division. Receives referrals (both internal and external), schedules the referrals for orientations, and notifies the referral source of the orientation date. Facilitates the orientation session by explaining the Community Service Program to the offender and places the offenders in the appropriate community service sites. Works with the community sites to ensure the offender's adjustment and helps obtain the necessary records that verify the hours completed by the offenders. Enters data in the agency's automated tracking system regarding the offender's orientation, placement and tracking. Collaborates with internal/external stakeholders to ensure that the offender's needs are met and that the site concerns are addressed. Notifies the referral source of the offender's status in the Community Service Program.

Demonstrates excellent customer service skills in working with diverse stakeholders. The workload is driven by deadlines and designated time periods. Prepares management reports and annual community service program reports. Identifies and investigates new community service sites.

QUALIFICATIONS: Basic requirement: Degree -- behavioral or social science or related disciplines appropriate to the position, or combination of education and experience that provided the applicant with knowledge of one or more of the behavioral or social sciences equivalent to a major in the field, or four years of appropriate experience that demonstrated that the applicant has acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

In addition to the basic requirement, for the GS-11 level, applicants must have 3 years of progressively higher level graduate education leading to a Ph.D. degree or equivalent doctoral degree and/or 1 year specialized experience equivalent to the GS-09 level. For the GS-12 level, applicants must have 1 year of specialized experience equivalent to the GS-11 level. **Specialized experience** is experience in or directly related to the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of their experience, education and, training. If you meet the basic qualification requirements, your application/resume will be evaluated against the KSAs required for this position. This evaluation determines which candidates will be referred to the selecting official for final consideration.

A college transcript is required if you are applying based on your education; fax it to (202) 220-5615.

TO RECEIVE FULL CONSIDERATION, APPLICANTS MUST ADDRESS EACH OF THE KNOWLEDGE, SKILLS AND ABILITIES DESCRIBED BELOW.

1. Ability to communicate orally with individuals of a diverse background.
2. Ability to appropriately match the offenders' skill levels with the community program sites.
3. Skills in using a personal computer, including special programs applicable to law enforcement.
4. Ability to successfully manage multiple tasks and competing priorities.
5. Ability to mediate and resolve difficult situations amicably.

On a separate sheet of paper, you must specifically address your experience and/or education related to the knowledge, skills and abilities described above, giving specific examples. Address each of the KSAs separately and explain how your experience, education, training and self-development activities, relate to each KSA. Narratives that address all KSAs together are not acceptable. Your qualification rating will be based on the evaluation of your experience/education as it relates to the qualification requirements and competencies listed above. You should also provide detailed evidence of the KSAs in your application in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

HOW TO APPLY: Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), Standard Form 171, or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/b.htm>, or by requesting the forms through OPM's self-service phone system at (478)757-3000 or TDD (478)744-2299.

Status applicants who wish to be considered under both merit promotion and competitive procedures must submit two applications. If only one application is received, it will only be considered under merit promotion procedures.

Status applicants must submit a copy of their latest SF-50 and a copy of their performance appraisal dated within the last 12 months.

CTAP and ICTAP: If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well-qualified for the position. To be well-qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

Veterans: If you are claiming 5 point veteran preference, a DD-214 is required. If claiming 10 point veteran preference, a DD-214, SF-15 and a letter dated within the last 12 months from the VA is required.

Applicants must fax, email or mail the required documents by the closing date.

Mailing Address and Contact: All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17th Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Etheleen Harris on (202) 220-5606 or **TTY (202) 220-5474**. Applications must be *received* by 5:00p.m. on the closing date.

Email Address: Applicants may submit applications via email to: CSOSAjobs@CSOSA.gov.

Fax Number: Applicants may submit documents via facsimile to: (202) 220-5615.

OTHER INFORMATION:

Agency Background Information: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

U.S. Citizenship: Applicants must be U.S. citizens or nationals.

Selective Service Registration: As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

Relocation Expenses: Relocation expenses are not authorized

Probationary Period: Initial appointment may require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

REASONABLE ACCOMMODATIONS: Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

EQUAL OPPORTUNITY EMPLOYER: Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

CSOSA is an Equal Opportunity Employer.